



## CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Approve and Authorize Issuance of Request for Qualifications for the Design of DeBenedetti Park

MEETING DATE: August 15, 2001

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council approve and authorize the issuance of the attached request for qualifications for the design of DeBenedetti Park.

BACKGROUND INFORMATION: A preliminary concept plan was prepared for DeBenedetti Park in 1993 and site acquisition is complete. The plan calls for a variety of features including, but not limited to the following:

1. Three (3) sixty-foot lighted baseball fields.
2. Three (3) ninety-foot lighted baseball fields.
3. Two (2) full size lighted soccer fields.
4. One multi-use lighted athletic field.
5. "Tiered" grading such that some fields can remain usable in winter except during major storms.

At a minimum, the following design elements will apply for this project:

1. Phased development in compliance with budgetary realities.
2. Features conducive to effective and efficient maintenance and operation cost.
3. Multiple use.
4. Lighted athletic fields.

Beginning in January 2001 public workshops were held with citizens, staff, and the Parks and Recreation Commission which resulted in DeBenedetti Park being identified as a priority for the City. The City has budgeted \$310,000 for design work toward the DeBenedetti Park project.

This action of authorizing issuance of an RFQ will allow the City to review respondents who may be qualified to perform the design work. The final selection of a firm and authorization to proceed with a contract will come back to the Council for award and approval of funding.

FUNDING: Not applicable.

Roger Baltz  
Parks and Recreation Director

RB:svb

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

08/07/01

**REQUEST FOR QUALIFICATIONS  
TO PROVIDE PLANNING AND ENGINEERING SERVICES  
FOR DEBENEDETTI PARK  
CITY OF LODI, CALIFORNIA**

**PART I – GENERAL CONDITIONS**

**1.01 Introduction**

Lodi Parks and Recreation seeks Statements of Qualifications (SOQ) from professional landscape, architectural and/or engineering firms with experience in planning and building outdoor parks and recreation facilities and stormwater drainage basins. Staff members from the Parks and Recreation Department, the Public Works Department, Community Development Department, and the Parks and Recreation Commission are working together on this project. Informational exhibits attached include a City map showing the potential site location; a site/parcel plan of the immediate area; and the latest concept plan if one exists.

**1.02 Qualifications Submission**

To be considered in the selection process, interested firms must submit one original and ten (10) copies of the SOQ in standard letter (8 ½ x 11) format including all the information requested in the submittal section.

Submittals may be mailed or priority mailed or hand delivered to:

Lodi Parks and Recreation Department  
125 N Stockton Street  
Lodi, CA 95240  
Attn: Roger Baltz, Parks and Recreation Director

Submittals should be clearly marked:

City of Lodi DeBenedetti Park  
Statement of Qualifications for Planning and Architectural Services

**1.03 RFQ Inquires and Requests for Additional Information**

Inquires regarding the RFQ shall be made in the following way:  
By mail or by fax followed by hard copy via mail to:

Parks and Recreation Director  
Lodi Parks and Recreation  
125 N Stockton Street  
Lodi, CA 95240  
Attn: Roger Baltz  
Fax: 209-333-0162

**1.04 Interviews**

Interviews will be scheduled with firms as determined by the selection committee. Interviews are tentatively scheduled for the week of September 24, 2001.

### **1.05 Ownership of Submission**

All materials submitted in response to this RFQ will become the property of the City of Lodi. The City of Lodi has the right to use any or all ideas or concepts presented in the submittal.

## **PART II – BACKGROUND**

### **2.01 Project History**

Lodi Parks and Recreation serves an official population of 57,900. To this population we offer 28 active and passive parks facilities.

The City of Lodi is located 90 miles east of San Francisco, 34 miles south of Sacramento, adjacent to U.S. Highway 99 and is easily accessible to Interstate 5. As the northern-most city in the San Joaquin County, Lodi bridges the areas of Northern and Central California. Its location places Lodi in the path of a dynamic growth corridor ideally situated for business and industry.

A preliminary concept plan was prepared for DeBenedetti Park in 1993 and site acquisition is complete. The plan calls for a variety of features including, but not limited to the following:

1. Three (3) sixty foot lighted baseball fields.
2. Three (3) ninety foot lighted baseball fields.
3. Two (2) full size lighted soccer fields.
4. One multi-use lighted athletic field.
5. "Tiered" grading such that some fields can remain usable in winter except during major storms.

At a minimum, the following design elements will apply for this project:

1. Phased development in compliance with budgetary realities.
2. Features conducive to effective and efficient maintenance and operation cost.
3. Multiple use.
4. Lighted athletic fields.

Beginning in January 2001 public workshops were held with citizens, staff, and the Parks and Recreation Commission which resulted in DeBenedetti Park being identified as a priority for the City.

### **2.02 Project Description**

DeBenedetti Park (G-Basin) consists of an undeveloped area of 49 acres in the southwest corner of Lodi. The City desires to develop the acreage into a lighted multi-use outdoor sports facility for baseball, soccer, and miscellaneous active recreation. The City has also acquired the site for use as a drainage basin. Design is needed to develop the area into a dual use facility for parks and recreation and a drainage basin. The drainage basin receives runoff from approximately 800 acres of developed land and will be emptied after a storm by gravity and pumping. The goal of the DeBenedetti Park design plan is to provide detailed information regarding cost estimates; concept design; preliminary design; and final design of the project. Construction plans and specifications will be produced from this work.

## **PART III – SCOPE OF WORK, SELECTION PROCESS AND ELIGIBILITY**

### **3.01 Work Statement**

All work produced under this section should comply with all applicable code and regulations including local zoning ordinances, building codes, Americans with Disability Act guidelines, etc.

### Community Input

Community input is a critical piece in the early stages of the planning process. This may mean conducting town hall meetings, consulting with Parks and Recreation Commission members, and community groups, etc.

### Estimated costs:

Estimated costs for the project including, but not limited to, site development, construction (including soft costs), and equipment should be determined.

### Design

Design of the facility will include schematic design, and progress from concept to preliminary and final design documents. Documents will be used to develop final construction plans and specifications.

Design may include multiple iterations based upon budget considerations and input from staff.

### Timeline:

A realistic year by year action plan should be developed for the DeBenedetti Park project given varying levels of available funding.

### Visual Materials:

The completed design plan documents may include charts and/or drawings that would graphically illustrate DeBenedetti Park, which may consist of space standards, conceptual site and floor plans, vignette sketches, color perspectives and comparative graphs and charts.

### Presentations:

The firm will be expected to conduct presentations of final and draft reports to groups such as the Parks and Recreation Commission, City Council, Planning Commission, etc.

## **3.02 Qualifications**

1. The firm will be selected on the basis of professional qualifications and demonstrated competence in understanding government service, particularly as it relates to lighted outdoor parks and recreation facilities operations and storm water retention; including water quality aspects.
2. Recent experience in outdoor athletic facilities and drainage basin development is required. Serious consideration will be given only to those firms who can clearly demonstrate successful past experience on similar projects.
3. Although firm resources and experience are important considerations, the specific experience of the individual staff members who will be assigned to the project will be considered most significant in demonstrating the firm's capabilities. There can be no change of key personnel once the proposal is submitted without the prior approval of the Lodi Parks and Recreation Director.
4. Ability to meet time schedules, work effectively with the client group and the public, and work within budget limitations will be considered in the selection.

5. The firm shall agree to comply with City of Lodi's insurance requirements and non-discrimination policy.

### **3.03 Eligibility**

This invitation is being provided to qualified firms. A firm may associate by subconsultant agreement with other consulting firms for this project.

The firm and any subconsultants must be licensed by the State of California to practice in their respective fields of specialization. All subconsultants must be acceptable to the City and any change in subconsultants requires written approval by Lodi Parks and Recreation Department.

## **PART IV – SUBMITTAL REQUIREMENTS AND SELECTION PROCEDURE**

### **4.01 Submittal Requirements**

#### **Summary information**

1. Cover letter
2. On one page, showing the following:
  - A. Firm name, address, telephone and fax numbers.
  - B. Names of key persons who would manage the project.
  - C. Name and brief description of up to three planning projects involving outdoor lighted parks and recreation facilities and stormwater drainage basin facilities for government agencies you have planned and/or constructed.
  - D. Name and telephone number of a knowledgeable owner/contact person for each of the above projects.

#### **Expanded information**

1. Project Team
  - Provide a description of anticipated team members identifying specific qualifications of each for this project.
  - Include resumes of key project staff members (only those persons who will be assigned substantial technical or project management responsibility should be included.)
  - Identify the project manager who will lead the work effort and serve as primary contact with the Parks and Recreation Department and clarify project manager's experience working with the project team and key subconsultants. Indicate project manager's duration of employment with the firm.
  - Describe the experience and background qualifications of the members of the project team, including lead personnel of subconsultants, individually and as a team on similar projects.

2. Relevant Experience

Provide a complete listing of relevant projects including outdoor parks and recreation facilities planning and stormwater drainage basin planning, development and building undertaken or completed in the past five (5) years. Also include project(s) of any type that demonstrate your firm's ability to perform the required work.

Project listings should be provided for consultants, subconsultants and key staff. Indicate if work was performed by key staff during employment with proposing firm or during employment with another firm. The format for these listings must include:

- Project name, location and description.
- Project participants, including names and telephone numbers of owner and general contractor.
- Role of firm in project delivery (joint venture, architect of record, associate architect, etc.).
- Cost and schedule information including project cost at program phase and completion as well as originally scheduled and actual completion dates. Explain any variance from original budget or schedule.
- Client references—List a minimum of five (5) client references with contact persons and telephone numbers.

3. Current projects

List all relevant projects for which your firm is currently providing services. What is the total estimated construction value of projects currently under contract? Identify the clients and facilities with which there have been repeated associations. Provide information relevant to your firm's ability to complete the City's project on schedule

4. Cost of Services

Provide a rate schedule by position title for the proposing firm and all subconsultants. Also include a list of standard reimbursable expenses. Submittals shall not include proposed fee or compensation amounts.

5. Project Approach

Provide an explanation of the methodology planned for accomplishing this project including:

- How the firms plans to manage the project.
- Information gathering methodologies.
- Preliminary list of steps or tasks involved in conjunction with project timeline.
- List of tangible products from accomplishment of tasks.
- Meaningful and demonstrable quality controls.
- Approach to planning and projecting costs.
- Information required from City and Parks and Recreation staff.
- List/description of meetings required with City staff and who will need to participate

**4.02 Selection Process**

An invitation to interview will be extended to qualified firms, selected on the basis of professional qualifications and demonstrated competence in understanding government service, particularly as it relates to outdoor athletic facilities and stormwater drainage basins. The interview process will offer firms the opportunity to present additional information regarding the firm's experience and proposed approach to the project. Team members designated to complete the project are expected to attend the interview.

Qualified firms invited to participate in the interview portion of the selection process will be given more detailed project information. Sample City of Lodi contractual documents, and standard documentation covering compliance with federal, state and local laws may be provided.

The following criteria will be considered in evaluating qualifications:

Qualifications of specific individuals assigned to project.  
The firm's demonstrated experience with outdoor athletic facilities.  
Experience and knowledge in working with government agencies.  
Quality of references.  
Ability to work in a timely manner.

E-9

**Jennifer Perrin**

---

**From:** JK Light [jkligh@inreach.com]  
**Sent:** Wednesday, August 15, 2001 12:19 PM  
**To:** cityclrk@lodi.gov; nakanishi@lodi.gov; pennino@lodi.gov; hitchcock@lodi.gov; howard@lodi.gov; keith land  
**Subject:** De Bennidetti Park

August 15, 2001

Dear Council Member,

As I am unable to attend your meeting tonight, please consider the following request.

For the past 15 years, Dave and Betty Gates have been a tremendous example of health and fitness by walking five miles each and every day; in fact, Mr. and Mrs. Gates have been the first and second place (overall) winners of the annual "Walk For the Health of It" for eight years. They trek directly through the proposed De Bennidetti park way twice daily. Once the park is developed, they may lose their current walking path.

In your deliberations regarding the development of De Bennedetti Park located on Lower Sacramento Road, please consider adding a walking path to the proposed plans. I have discussed this with the Park Supervisor, Mr. Dutra, as well as Mr. Bob Johnson; they both recommended that I approach Council regarding this public need. As with the many sports that the City of Lodi makes available to our citizens, walking is a daily activity for many Lodians. Lodi Lake offers this sports, however, as Lodi expands, this area will be insufficient to accommodate our citizens.

Please, help by providing a safe walking area for the citizens on the Southwest part of Lodi by recommending a walking path in the proposed De Bennedeti park.

Thank you for your consideration.

Sincerely,

JoAnne Mounce

8/15/01